OFFICE OF MEDICAL SERVICES

SUPPORT DIVISION

PROGRAM CALL

FY 1972-1976

I.   This being the first formal opportunity for the Support Division
to submit a program plan, we have no program plan objectives to report
progress on, with the exception of that portion of the FY 1971-1975
Program Call dealing with A. D. P. (This subject will be reported on
separately.) However, some progress can be reported on our overall
objectives of Supporting the Office of Medical Services and other com-
ponents of the Agency.

II. Progress toward our overall objectives:

   A. Other Agency Components:

      1. Provide timely medical guidance in the form of interum
         dispositions.

      2. Continued to develop and refine our capabilities for
         quick response to requests for medical material.

   B. Office of Medical Services:

      1. Developed and provide more definitive and meaningful
         financial reports to all Office of Medical Services
         components.

      2. Developed an effective chart locater system (personnel
         in process).

      3. Refined and accelerated our records retirement program.

      4. Provide a central contact point for consultative services
         program.

      5. Three year physical exam program was initiated.

6. Maintained Office of Medical Services average grade by utilizing points that normally would have been lost.

III. Problem Areas:

1. Recruitment.

2. Inability of Support Division to retain clerical personnel.

3. Inadequate filing system and aging equipment.

4. Free access to file room.

5. Decentralized filing of dependent charts.

6. Physical layout of file room.

7. Scheduling of special laboratory and X-ray proceedures by Physical Requirements Officer.

8. Insufficient Personnel.

IV. Objectives:

To continue to improve our capabilities for supporting the Office of Medical Services and the Agency.

V. Program Plans:

A. Increase the efficiency of our file room:

1. FY-72 - Adopt the terminal digit or some other modern filing system.

2. Expand the file room to encompus the reception desk area.

3. FY-73-76 - Replace our power shelf files.

B. FY-72 - Continue to develop and refine our records retirement program:

1. Microfilm all files to be retired. This will require procurement of a microfilm unit, two reader printers and a GS-04 Clerk.